

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Administration Committee Minutes

September 2, 2004

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by the Chairperson, Councilmember Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:05 a.m.

Committee Members Present:

Mayor Jim Aldinger	City of Manhattan Beach
Mayor Harry Baldwin	City of San Gabriel
Mayor Margaret Clark	City of Rosemead
Councilmember Mike Dispenza	City of Palmdale
Mayor Richard Dixon	City of Lake Forest
Councilmember Lee Ann Garcia	City of Grand Terrace
Mayor Ron Loveridge	City of Riverside
Mayor Pro-Tem Keith McCarthy	City of Downey
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Bev Perry	City of Brea
Councilmember Bea Proo	City of Pico Rivera
Councilmember Ron Roberts	City of Temecula
Councilmember Deborah Robertson	City of Rialto
Councilmember Dennis Washburn	City of Calabasas
Mayor Toni Young	City of Port Hueneme

Committee Members Absent:

Mayor William Alexander	City of Rancho Cucamonga
Councilmember Paul Bowlen	City of Cerritos
Mayor Alta Duke	City of La Palma
Supervisor Hank Kuiper	County of Imperial
Supervisor Judy Mikels	County of Ventura
Councilmember Paul Nowatka	City of Torrance
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Vice Mayor Sidney Tyler	City of Pasadena
Mayor Bob Yousefian	City of Glendale

Staff Present:

Heather Copp	Chief Financial Officer
Charlie Wagner	Manager of Finance

Others Present:

Zahi Faranesh	SCAG
David Sosa	Caltrans
Catherine McMillan	CVAG

2.0 PUBLIC COMMENT PERIOD

No public comments.

3.0 CONSENT CALENDAR

Items 3.1.2, 3.1.3, and 3.1.4 were pulled for further discussion. The remainder of the Consent Calendar was APPROVED (Mayor Harry Baldwin), SECONDED (Mayor Toni Young) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Approval of June 3, 2004 Minutes

3.1.2 Contracts

- Managing Excellence Consulting Services
- University of Southern California
- Kaku Associates

Mayor Ron Loveridge raised concern with the current outreach methods performed by SCAG.

Heather Copp responded that this issue is now being discussed and some of the suggested strategies include advertising and other additional outreach efforts to solicit more responses, yet remain within our budget.

This item was MOVED (Mayor Ron Loveridge), SECONDED (Councilmember Bev Perry) and UNANIMOUSLY APPROVED.

3.1.3 Approve Draft Disadvantaged Business Enterprise Policy Statement

Councilmember Bev Perry asked if it was necessary to provide the members with the Attachment D? If, so, she asked that it be made available through the website to save paper.

This item was MOVED (Councilmember Bev Perry), SECONDED (Mayor Harry Baldwin) and UNANIMOUSLY APPROVED.

3.1.4 Approve California Trucking Association Membership Dues

Councilmember Bev Perry asked for clarification of the fiscal impact statement.

Heather Copp answered that the total dues are \$230.00. \$199.98 is paid through our normal SCAG Membership Dues, under the budget of Government Affairs, which is an indirect cost allocation budget. The remaining \$30 will be paid through the General Fund because this is the amount identified as lobbying efforts. Lobbying cannot be paid by indirect cost funding.

This item was MOVED (Councilmember Bev Perry), SECONDED (Mayor Harry Baldwin) and UNANIMOUSLY APPROVED.

3.2 Receive & File

- 3.2.1 Contracts & PO's between \$5,000-\$25,000
- 3.2.2 Conflict of Interest Listing
- 3.2.3 SCAG Legislative Matrix
- 3.2.4 Report on On-Line Banking with Bank of the West
- 3.2.5 Approval of NARC Membership Dues
- 3.2.6 Meeting Summary from Policy Committees

4.0 ACTION ITEMS

4.1 Amendment to SCAG's Travel Policy

Heather Copp reported that there are 3 issues that required amendment in the Employee Travel Policy.

- 1) The ability to ask for the Web Rate. Councilmember Bev Perry requested that new language (underlined) be added on Page 2 after "They should not be traded in or held for future flights except in the case of flights booked using the web rates";
- 2) Allows the Executive Director to authorize the reimbursement of the difference of per diem rates to employees attending board functions; and
- 3) For out-of-state travel, if an employee attending a conference stays at the hotel where the conference is being held, the employee would be reimbursed based on federal per diem policy regarding conference hotel rates (with prior approval of the Deputy Director).

This item was MOVED (Councilmember Bev Perry), SECONDED (Mayor Pro-Tem Keith McCarthy) and UNANIMOUSLY APPROVED.

4.2 Amendment of legal services contract with Fulbright & Jaworski & establishment of Legal Services Subcommittee

It was MOVED (Mayor Ron Loveridge), SECONDED (Councilmember Bev Perry) and UNANIMOUSLY VOTED to continue this item to the meeting of October 7, 2004.

4.3 Maglev 2004 Conference in Shanghi

Zahi Faranesh, Manager of Special Projects provided back ground on the expenses for the upcoming trip.

The recommended action was amended so that if private funding was not available, up to \$4,000 from the general fund could be utilized to pay for 2 staff members to attend the conference.

The item was MOVED (Mayor Ron Loveridge), SECONDED (Councilmember Bev Perry), and UNANIMOUSLY APPROVED.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Heather Copp reported that SCAG did not have to request an advance of the line-of-credit to pay our June final payments, therefore no outstanding credit for the month of July. There were slightly higher salary payments and benefits costs due to salary adjustments.

5.2 Membership Dues

Heather Copp informed the committee that according to the by-laws, as of October 1, 2004, those cities that have not paid their dues will become ex-officio members. A total of 36 cities/counties have been identified of which 11 are Regional Council members. Calls have been made to those cities/counties and they have all informed us that payment is going to be made. Next year finance will be sending out 2 follow-up payment letters as reminders to mitigate this type of issue.

5.3 FY 05-06 Overall Work Program Priorities

Jim Gosnell, Deputy Executive Director asked the Committee to go through the priorities and instead of ranking each priority, instead to annotate whether or not they think it is important or not and add any comments. The form is due by September 9 and a report will be given at the meeting on October 7.

Councilmember Lee Ann Garcia suggested that more information be provided about each priority and that information on the first 3 priorities be provided.

Mayor Ron Loveridge suggested that the Regional Comprehensive Plan should be a part of this process.

Jim Gosnell suggested that this item be continued to the meeting of October 7 to provide a more strategic discussion of what the items are and then ask for the Committee's input.

5.4 CFO Staff Report

Heather Copp reported that we have closed the year-end books one month early. The record of expenditures was also provided to Caltrans a week ahead of schedule. The KPMG financial audit begins next week and should be completed by the end of September. The tri-annual certification review will begin sometime this fall.

Heather informed the group that finance is beginning the process of incorporating all of the pieces of our budget into one overall budget. She is planning to conduct a budget workshop in December with both the Administration Committee and Regional Council.

6.0 FUTURE AGENDA ITEMS

7.0 ANNOUNCEMENTS

- Mayor Richard Dixon thanked Mayor Ron Loveridge, President of the State League of Cities, for his leadership over the past several months with regard to the budget.

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 9:50 a.m.


Heather Copp, Chief Financial Officer
Staff to the Administration Committee